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National Disability Employment Awareness Month

Each year in October the contributions of workers with disabilities in our workforce are highlighted during National Disability Employment Awareness Month (NDEAM). Several Job Corps staff shared how they celebrated NDEAM on their Job Corps centers.

Hartford Job Corps Academy Celebrates NDEAM

- Contributed by Gloria Ortiz Rivera, Business Community Liaison, Hartford JCC



**Ability Awareness
Conference at Hartford JCC**

During the last week of October, the Hartford Job Corps Academy hosted events daily to celebrate NDEAM. The main event was held on October 31, 2013, an all day conference to celebrate the abilities of people with disabilities and raise awareness on campus. Over 70 students attended the program which included several guest speakers with diverse backgrounds and experiences.

Guest presenters included a presentation on assistive technology by the New England Assistive Technology Center. Staff from the center also demonstrated how pieces of technology are huge assets for people with disabilities. Also, in attendance were staff from the Department of Developmental Services who spoke about the importance of self-advocacy. Christine Anderson and her dog Bo from Tails of Joy spoke about the tasks performed by service dogs and etiquette when around service dogs. Staff from the State of Connecticut Commission on Human Rights and Opportunities presented a very lively conversation on bullying.

Students had the opportunity to share with the group the activities they participated in during the week in their classes that taught disability awareness and how these activities made them feel. Activities included in classroom sessions about autism, communication disorders, hearing impairments, learning disabilities, intellectual disabilities, physical disabilities, and vision impairments.

Sacramento Job Corps Center Celebrates NDEAM with Health and Wellness/Disability Fair

-Contributed by Ashell Harris, Disability Coordinator, Sacramento JCC



Disability Fair at Sacramento JCC

The Sacramento Job Corps Wellness Center conducted a Health and Wellness/Disability Fair on Thursday October 17, 2013. The organizations that were in attendance included; Department of Rehabilitation, InAlliance, Lutheran Social Services, Sacramento Works, Sacramento Employment and Training Agency, Shifa Clinic amongst a host of others. Many disability-related resources were available for the students. Several students from the center also attended a Disability Mentoring Day event at the U.C. Davis MIND Institute Pathways to Employment. This event promotes career development for students with disabilities through hands-on programs, job shadowing, and ongoing mentoring.

NDEAM (cont'd)

Los Angeles Job Corps Center Celebrates their 8th Annual Disability Fair

— Contributed by Tenia Pen, Health and Wellness Disability Coordinator
YWCA/Los Angeles JCC

The Los Angeles Job Corps Center celebrated NDEAM by hosting their 8th Annual Disability Fair on October 23, 2013. Organizations serving individuals with disabilities were invited to the center to provide information to staff and students about the services they provide. Some of the organizations at the fair included the Greater Los Angeles Agency on Deafness, the Braille Institute, Los Angeles Department on Disability, Los Angeles Unified School District Adult Education, Worksource, and Young Invincibles. The Sam Simon Foundation, a privately funded non-profit that assists in providing service dogs to veterans and hearing dogs to persons with severe to profound hearing loss, provided training to students and staff on the usage of a hearing dog as preparation for an incoming student who will be living on center with a service dog.

Albuquerque Job Corps Center Commemorated National Disability Awareness Month

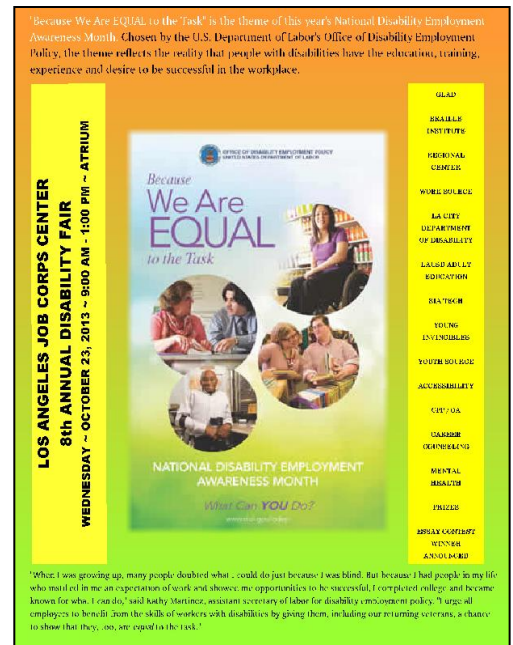
— Contributed by Victoria Collins, Deputy Center Director
Albuquerque JCC

Throughout the month of October the Albuquerque Job Corps Center commemorated the NDEAM with a variety of activities. Emails were sent out to all students and staff daily during the week of October 21-25, describing different disabilities and employment opportunities; topics included, visible and invisible disabilities in the workplace, learning disabilities, and reasonable accommodations. On October 15, 2013 all staff disability training was conducted with a power point titled "Don't Dis My Disability". This presentation focused on various functional limitations experienced by individuals with learning disabilities and various teaching strategies to work with these students.

Maui Job Corps Center Works with Community Partner to Bring Disability Awareness during NDEAM

— Contributed by Marita Jansevics, Health and Wellness Supervisor
Maui JCC

During NDEAM the Maui Job Corps Center's One Stop Disability Employment Initiative program partner, Workforce Development came to the center and gave a presentation about working with people with disabilities and requesting reasonable accommodations from employers. This partnership also allows students to receive assistance with job placement and transition support while in the transition phase of the Job Corps program. After the presentation students were engaged in activities to simulate the experiences of individuals who live with disabilities every day. Some of the activities included students completing an obstacle course blindfolded with a partner giving them verbal directions to guide them through the course to simulate the experience of an individual who is blind; students were asked to complete their daily activities such as brushing their teeth and getting dressed with one arm to simulate the experience of an individual with use of one arm; students were put in pairs, one partner drew a picture based on the directions of their partner while sitting back to back to simulate the experience of an individual with a learning disability.



Spotlight on Assistive Technology

CaptionCall®

CaptionCall® is a revolutionary new telephone and service for anyone who has trouble hearing on the phone. While hearing loss affects millions of people for many different reasons it does not have to limit the quality of their phone conversations. With CaptionCall®, it's easy to communicate confidently with friends, family and potential employers!

What Are Captioned Telephones?

Similar to captioned television, a caption-enabled telephone uses voice recognition technology that allows a person with a hearing impairment, the ability to read spoken language directly on the large, easy-to-read telephone console screen. It works like a regular telephone, but the audio and frequency settings can be customized to each person's hearing loss. The captioning service and telephone is provided by CaptionCall® and funded by the Federal Communications Commission so there are no costs to the student or center. CaptionCall® also offers free delivery and installation by CaptionCall® employees located across the country.



Captioned Telephone

How Does It Work?

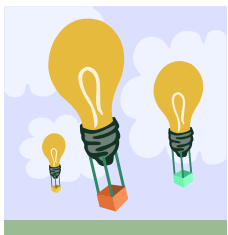
First, the phone has a very loud ringtone for incoming calls. For individuals who are deaf, the phone also lights up alerting the user that a call is waiting. Once answered, the telephone will tell the user whether it is a man or woman on the phone. From there, both conversations are visible on the phone console completely transcribed. If the individual wants to save the conversation, s/he can push a button on the phone and it will retain the transcript for later viewing.

For students with hearing impairments, this may be a good solution to providing them with access to a telephone while on center. The phone can only be used by the student to which the service has been provided so centers may want to consider installing the telephone in a residential advisor's office. When the student completes their program, the telephone and service go with the student.

What Are the CaptionCall® Requirements?

- Must have a medically recognized hearing disability
- High-speed internet connection - Wired Ethernet or Wireless Wi-Fi (Broadband Internet connection RJ-45 wired Ethernet or 802.11 B/G/N wireless Ethernet)
- Standard phone connection (RJ-11 Analog Telephone Jack)
- Ordinary electrical outlet
- CaptionCall® Phone and in-box accessories

Promising Practices



Mississippi Job Corps Center: The Disability Coordinator utilizes the RAP (response, action, plan) method when updating the effectiveness of the students' accommodation plan in the accommodation plan notes. The RAP method is one way to document the accommodation process in the Notes tab in CIS.

Fred G. Acosta Job Corps Center: During the introduction to center life the Disability Coordinator provides a one hour presentation to students that includes information, videos, and games aimed at educating students about the disability program and equal opportunity rights.

Gary Job Corps Center: The Health and Wellness Manager/Disability Coordinator has an accommodation file audit process in place that includes written feedback to the Disability Specialists and documentation of the corrections to the file made by the Disability Specialists.

PRH Update Appendix 605

PRH Change Notice 13-05, released October 1, 2013 updated appendix 605. **What do centers need to know about the newly released Appendix 605?**

► ***What's new or updated?***

- ✓ Background updates
 - Background section has been updated to reflect current Americans with Disabilities Act Amendments Act requirements
- ✓ New and updated forms:
 - Reasonable Accommodation Review/Documentation of Disability Form (new)
 - Job Corps Reasonable Accommodation Request Form–Program (updated)
 - Job Corps Reasonable Accommodation Funding Request Form (updated)
 - Job Corps Reasonable Accommodation Supplemental Funding Request Form (new)
 - Accommodation Recommendation for Denial Form (new)

► ***What reasonable accommodation processes have been updated?***

- ✓ Clarifications of the reasonable accommodation process:
 - Added information on documentation needed to support accommodations for standardized testing
 - Added information about the functions of the reasonable accommodation committee
 - Clarified the accommodation effectiveness review process

► ***What's changed?***

- ✓ Some reasonable accommodation process requirements have changed:

Determining the Need for Accommodation

- **Then:** When applicant/student declined accommodation, it was required to be documented, but no specific process was required.
- **Now:** Declines must be documented using the Reasonable Accommodation Review/Documentation of Disability Form (if documentation was present in the applicant file, but no request was made) or the Job Corps Reasonable Accommodation Request Form–Program (if applicant/student makes a request or indicates s/he may need an accommodation).

Funding High Cost Accommodations

- **Then:** Job Corps Reasonable Accommodation Funding Request Form was only form used to request National Office funding for high cost accommodations.
- **Now:** Job Corps Reasonable Accommodation Funding Request Form has been updated and Job Corps Reasonable Accommodation Supplemental Funding Request Form will be used to request any additional funding needed once an initial request has been approved.

Recommending Denial of Accommodation

- **Then:** Submit all documentation/notes/forms related to request to the region for a final decision.
- **Now:** Complete the Accommodation Recommendation for Denial Form and submit all documentation/notes/forms related to request to the region for a final decision.

Notifying Staff/Viewing the Accommodation Plan

- **Then:** Email weekly staff a list of students with new or updated plans.
- **Now:** As necessary (i.e., when accommodation plans are added or updated in CIS), but at least biweekly, a Disability Coordinator should e-mail all staff members who interact with students a list of students with accommodation plans available in the CIS.

PRH Update Appendix 605 (cont'd)

Documenting the Accommodation Process

- **Then:** Could use CIS notes tab or handwritten notes in accommodation file to document the accommodation process.
- **Now:** Documenting the accommodation process in the CIS notes tab is required.

Storage of Non-Health Disability Documentation, No Accommodation Plan

- **Then:** There was no requirement.
- **Now:** A “disability, no accommodations” file will be created for each student that has a disability, but no accommodation plan. This file will contain the appropriate form and any non health disability-related documentation such as an IEP. These files should be stored in the same location as the accommodation files, but should be differentiated (e.g., stored as a group in a separate area of the cabinet or color coded). The disability file cabinet can be sorted using an identifier or separated with accommodation files at the front of the cabinet and disability files behind them. When the student separates, these files should be sealed and sent to records to be combined with other files into a single record and stored in a central location on center.

Disability Resources

Regional Disability Coordinators by Region		
<i>Boston, Philadelphia, and Atlanta</i>	<i>Dallas</i>	<i>Chicago and San Francisco</i>
Kristen Philbrook 301-608-3290 ext. 602 kristen.philbrook@humanitas.com	Laura Kuhn 602-403-9998 laura.kuhn@humanitas.com	Kimberly Jones 301-608-3290 ext. 607 kim.jones@humanitas.com

Additional Resources for Accommodating Individuals with Hearing Loss

- ▶ The Job Accommodation Network has a number of suggest accommodations for individuals with hearing loss; including suggested assistive technologies <http://askjan.org/media/Hearing.html>.
- ▶ The Hearing Loss Association of America’s website host information on hearing loss in the workplace as well as information on assistive technologies <http://hearingloss.org/content/workplace>.

Disability Coordinator Resources

- ▶ Register for the JAN’s free monthly webcast series that provides training on accommodating varies disabilities, low cost accommodation solutions, self-employment strategies, personal assistance as workplace accommodations, etc. [Register for JAN's 2013/2014 monthly webcast series](#).

UPCOMING JOB CORPS DISABILITY WEBINARS		
Webinar	Date	Time (ET)
Reasonable Accommodation Process	December 11 December 12	11 am 4 pm

E-mail your comments or suggestions to
Carol Abnathy, National Health and Wellness Manager,
abnathy.carol@dol.gov.